

INTRODUCTORY & CONCLUSION PARAGRAPHS – ROUGH DRAFT RUBRIC

***Each paragraph will be submitted separately.**

Name: _____

This rough draft is for my: ☐ Introduction

| | | Points Possible | Earned |
|-------------------------|---|-----------------|--------|
| Format: | The paper is typed, in Times New Roman, 12 point font | 0.5 | |
| | Paragraph is indented no more than one “tab-button” space. (You should NOT have used the space bar to get the paper to indent; find “tab” on the left side of your keyboard and use that to indent.) | 0.5 | |
| | Proper headING in upper left hand corner (your name, teacher’s name, class + period, date due) | 0.5 | |
| | Proper headER in upper right hand corner (student’s last name + page number). (You should NOT have manually typed in the page number; you need to use the “header/footer” tool under Word’s “Insert” tab.) | 0.5 | |
| | Text is evenly double-spaced throughout the entire paper. | 0.5 | |
| | Contains minimum amount of required sentences. (Introduction and conclusion should have minimum of 5-7 sentences each.) | 0.5 | |
| Spelling & Punctuation: | There are less than 2 spelling errors in the entire paragraph. | 0.5 | |
| | There are less than 2 punctuation errors in the entire paragraph. | 0.5 | |
| | <i>**More than 2 errors in either of these areas will highly detract from overall quality of your paper. They may affect the reader’s reading experience by making it difficult to understand, or frustrating to stop and figure it out. You should be able to catch most (if not all) of your own spelling and punctuation errors by using Microsoft Word Processor’s tools (paying attention to the red and green squiggly lines that appear when you’re typing) and also by using your peer editor for assistance.</i> | | |
| Grammar and Sentencing: | All sentences are complete (no fragments). | 0.5 | |
| | Sentences were grade-appropriate, incorporating a mixture of simple and complex sentencing. | 0.5 | |
| | There is no awkward wording or unclear meanings throughout the paragraph. | 0.5 | |
| Introduction only: | A title has been added, centered to the page, and appears after the heading but before the intro paragraph. It follows proper formatting (see above) and is original and exciting. | 0.5 | |
| | Paragraph begins with an appropriate attention-getting “Hook” to entice the reader’s interest, then effectively and smoothly transitions from the hook into the focus and topic of the paper. | 0.5 | |
| | Some light background information was introduced about the era discussed in the paper, without revealing any details that will be repeated later. | 0.5 | |
| | A thesis sentence identified the paper’s topic in focus (the specific person, place or era) and the three subtopics that are discussed throughout the paper. | 0.5 | |
| Submission: | *Original draft (handwritten or typed) of this section is stapled on the backside of typed rough draft. Editing marks can be seen on the original draft and corrections appeared to have been made to the typed version before submission for a grade. | 0.5 | |
| | Submitted late? | -4 pts | |
| Total: | | 8 | |

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Name: _____

This rough draft is for my:

☐

Conclusion

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|-------------------------|---|-----------------|--------|
| Format: | The paper is typed, in Times New Roman, 12 point font | 0.5 | |
| | Paragraph is indented no more than one “tab-button” space. (You should NOT have used the space bar to get the paper to indent; find “tab” on the left side of your keyboard and use that to indent.) | 0.5 | |
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| | Proper headER in upper right hand corner (student’s last name + page number). (You should NOT have manually typed in the page number; you need to use the “header/footer” tool under Word’s “Insert” tab.) | 0.5 | |
| | Text is evenly double-spaced throughout the entire paper. | 0.5 | |
| | Contains minimum amount of required sentences. (Introduction and conclusion should have minimum of 5-7 sentences each.) | 0.5 | |
| Spelling & Punctuation: | There are less than 2 spelling errors in the entire paragraph. | 0.5 | |
| | There are less than 2 punctuation errors in the entire paragraph. | 0.5 | |
| | <i>**More than 2 errors in either of these areas will highly detract from overall quality of your paper. They may affect the reader’s reading experience by making it difficult to understand, or frustrating to stop and figure it out. You should be able to catch most (if not all) of your own spelling and punctuation errors by using Microsoft Word Processor’s tools (paying attention to the red and green squiggly lines that appear when you’re typing) and also by using your peer editor for assistance.</i> | | |
| Grammar and Sentencing: | All sentences are complete (no fragments). | 0.5 | |
| | Sentences were grade-appropriate, incorporating a mixture of simple and complex sentencing. | 0.5 | |
| | There is no awkward wording or unclear meanings throughout the paragraph. | 0.5 | |
| Conclusion only: | Paragraph begins with a REWODED version of the paper’s thesis statement, which identifies the three subtopics that were discussed throughout the paper. | 0.5 | |
| | The conclusion effectively and smoothly summarizes the paper and “wraps-up” important ideas, without sounded repetitive or redundant. | 0.5 | |
| | The conclusion successfully <u>avoids</u> introducing any <u>new</u> information that wasn’t previously explained. | 0.5 | |
| | The paragraph (paper) concludes with a thought-provoking detail or question to keep the reader’s thinking. | 0.5 | |
| Submission: | *Original draft (handwritten or typed) of this section is stapled on the backside of typed rough draft. Editing marks can be seen on the original draft and corrections appeared to have been made to the typed version before submission for a grade. | 0.5 | |
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